

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 04		3. EFFECTIVE DATE 23-Aug-2013		4. REQUISITION/PURCHASE REQ. NO. M9549413RC01F43	
5. PROJECT NO. (If applicable) N/A		6. ISSUED BY RCO Quantico 3250 Catlin Ave Quantico VA 22134-5001		7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342	
CODE M00264		CODE S2404A			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102		9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-MUT6			
		10B. DATED (SEE ITEM 13) 28-Sep-2011			
CAGE CODE 17038		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) SEE SECTION G					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/>					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
<input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52.217-9 Option to Extend the Term of the Contract.					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) SEE PAGE 2					
15A. NAME AND TITLE OF SIGNER (Type or print) Steven Fredericks, Seaport-e BMO (McLean)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra K Hughes, Contracting Officer		
15B. CONTRACTOR/OFFEROR /s/Steven Fredericks (Signature of person authorized to sign)		15C. DATE SIGNED 26-Aug-2013		16B. UNITED STATES OF AMERICA BY /s/Sandra K Hughes (Signature of Contracting Officer)	
				16C. DATE SIGNED 26-Aug-2013	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE			30-105 STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243		

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GENERAL INFORMATION

The purpose of this modification is to exercise option year two (2) of this Task Order... Accordingly, said Task Order is modified as follows:

1. Exercised CLINS's 5002AA, 6004AA, 6005AA, and 8002AA with a total funded amount of \$3,600,872.91. The period of performance starts 29 Sep 2013 to 28 Sep 2014.
2. Correct the period of performance in section F to read from 29 Sep 2013 through 30 Sep 2014 to 29 Sep 2013 through 28 Sep 2014 for option year2. Corrected the period of performance for the base year and option year 1.
3. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$5,703,501.39 by \$3,600,872.91 to \$9,304,374.30.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5002AA	O&MN,N	0.00	3,084,795.44	3,084,795.44
6004AA	O&MN,N	0.00	30,000.00	30,000.00
6005AA	O&MN,N	0.00	10,000.00	10,000.00
8002AA	O&MN,N	0.00	476,077.47	476,077.47

The total value of the order is hereby increased from \$5,703,501.39 by \$3,600,872.91 to \$9,304,374.30.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
5002AA	0.00	3,084,795.44	3,084,795.44
6004AA	0.00	30,000.00	30,000.00
6005AA	0.00	10,000.00	10,000.00
8002AA	0.00	476,077.47	476,077.47

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5000		Base Year Labor				\$2,343,909.06
5000AA R799		Base Year Labor (O&MN,N)	1.0	LO	\$2,343,909.06	\$2,343,909.06
5001		Option Year One Labor				\$3,279,592.33
5001AA R799		Option Year 1 Labor (O&MN,N)	1.0	LO	\$3,279,592.33	\$3,279,592.33
5002		Option Year Two Labor				\$3,084,795.44
5002AA R799		Option Year 2 Labor (O&MN,N)	1.0	LO	\$3,084,795.44	\$3,084,795.44

For ODC Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Est. Cost
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6000		Travel for Base Year			\$15,000.00
6000AA R799		Travel for Base Year (O&MN,N)	1.0	LO	\$15,000.00
6001		ODC for Base Year			\$25,000.00
6001AA R799		Base Year ODC (O&MN,N)	1.0	LO	\$25,000.00
6002		Travel for Option Year One			\$30,000.00
6002AA R799		Travel for Option Year 1 (O&MN,N)	1.0	LO	\$30,000.00
6003		ODC for Option Year One			\$10,000.00
6003AA R799		ODC for Option Year 1 (O&MN,N)	1.0	LO	\$10,000.00
6004		Travel for Option Year Two			\$30,000.00
6004AA R799		Travel for Option Year 2 (O&MN,N)	1.0	LO	\$30,000.00
6005		ODC for Option Year Two			\$10,000.00
6005AA R799		ODC for Option Year 2 (O&MN,N)	1.0	LO	\$10,000.00

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For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
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8002		OPTIONAL CLIN -- Major Upgrade				\$476,077.47
8002AA R799		Optional CLIN -- Major upgrade (Labor) (O&MN,N)	1.0	LO	\$476,077.47	\$476,077.47

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

TO PROVIDE PROFESSIONAL SERVICES FOR

GEOFIDELIS OPERATIONS AND TRANSITION SUPPORT

1.0 BACKGROUND

At Headquarters Marine Corps, the Director, Facilities and Services Division (LF), under the direction of the Deputy Commandant for Installations and Logistics (I&L) is responsible for formulating program policy, providing technical guidance, and overseeing management of real property assets; management of natural resources and protection of endangered species; conservation of installation assets; and management of garrison mobile equipment and property programs. Part of this responsibility includes oversight and functional advocacy of the Marine Corps Installation Geospatial Information and Services (IGI&S) program known as GEOFidelis.

As defined by MCO 11000.25, the GEOFidelis Program provides the data, people, hardware, software, procedures and policies required to perform installation management GIS support functions such as installation management, mission support, force protection, homeland security, and training. Geospatial information provides the basic framework for installation visualization. It includes information produced by multiple sources to common interoperable data standards. It may be presented in the form of: printed maps, charts and publications; digital simulations and modeling databases; photographic forms; or digitized maps and charts or attributed center line data. Geospatial services include tools that enable users to access and manipulate data, and also include instruction, training, laboratory support, and guidance for the use of geospatial data.

The GEOFidelis Program's architecture is based on two tiers - a presentation tier and a production tier. The GEOFidelis presentation tier utilizes SharePoint Portal web sites and web map viewers to serve Marine Corps IGI&S to Marine Corps, DON, and DOD users. There are currently five separate implementations of hardware and software for these purposes managed by CMC (LF), Marine Corps Installations West (MCIWEST), Marine Corps Installations East (MCIEAST), MCB Camp Butler, and MCAS Iwakuni. These separate presentation tier environments are cost-ineffective for the Marine Corps, confusing to the users, and provide an inconsistent look, feel, and capabilities. Disparities among the five environments contribute to additional manual labor and processes required for data sharing and dissemination of maps and services.

The GEOFidelis production tier utilizes ESRI ArcGIS 9.3.1 desktop products via a CITRIX-based, remote terminal services interface to edit and maintain installation geospatial information as part of its production tier capability. There are currently four separate implementations of hardware and software for these purposes managed by Marine Corps Installations West (MCIWEST), Marine Corps Installations East (MCIEAST), MCB Camp Butler, and MCAS Iwakuni. As with the multiple presentation tiers, these separate production environments are cost-ineffective. Disparities among the four environments contribute to

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additional manual labor and processes required for data sharing and dissemination of installation geospatial information and services.

For these reasons, the GEOFidelis Enterprise Architecture outlined the requirement to transition from the current node-centric architecture to one consolidated presentation tier and one consolidated production tier architecture in order to achieve the enterprise goals and objectives directed by Marine Corps Order 11000.25.

2.0 SCOPE/OBJECTIVE

This is a Performance Work Statement (PWS). The scope of this PWS is to provide functional and technical programmatic support to include project management planning and analysis, transition planning, transition support, operation and maintenance, configuration management, and other technical support for the GEOFidelis information technology infrastructure. The Contractor is responsible and accountable for achieving the desired results based upon their approach and internal processes. The Contractor shall provide all services, personnel, personnel supervision, materials, equipment and transportation necessary (except as otherwise specified herein) to accomplish the requirements of the PWS.

A majority of the work will be performed at the Contractor site, however, on-site work at Defense Information Systems Agency (DISA) in Mechanicsburg, PA and at various Marine Corps installations worldwide may be required as outlined in the PWS. The Marine Corps will provide access to any installation where on-site work is required.

The tasks included in the PWS are as follow:

Task 1 - Project Management, Project Planning and Analysis

Task 2 - GEOFidelis Presentation Tier Transition Planning

Task 3 - GEOFidelis Presentation Tier Transition Support

Task 4 - GEOFidelis Presentation Tier Operations and Maintenance Support

Task 5 - GEOFidelis Production Tier Transition Planning

Task 6 - GEOFidelis Production Tier Transition Support

Task 7 - GEOFidelis Production Tier Operations and Maintenance Support

Task 8 - GEOFidelis Configuration Management

Optional Task - Major Upgrade of GEOFidelis System Software

3.0 TASK ORDER DESCRIPTION

The following details all tasks and deliverables required for this effort. All work must be conducted within the governing framework of all relevant Federal, DoD, DON and Marine Corps policy (i.e., MCO 11000.25, Installation Geospatial Information and Services, GEOFidelis Enterprise Architecture, I&E

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IT Governance Process, etc.).

3.1 Task 1 - Project Management, Project Planning and Analysis (Base Year Plus Four Option Years)

The Contractor shall provide comprehensive project management support to ensure the successful and timely completion of all tasks and deliverables within this PWS. Project management support shall include proactive planning and coordination of the overall program strategy and all project activities; cost and schedule management; staff direction and supervision; quality assurance and status reporting; liaison with CMC (LF), DISA, Marine Corps subject matter experts, regional and installation points of contacts and others as required.

The Contractor will develop and maintain a Project Management Plan (PMP) to clearly document a common understanding between the Government and the contractor of the planned work activities to be performed under the contract. The PMP shall describe all key work activities, plans, schedules, performance standards, and resources associated with the program. Anytime a change in program requirements, work activities, resources, schedules, or other factors occurs, these changes shall be incorporated into a revised PMP. The PMP will be the baseline plan against which program progress will be measured.

As part of this task, the Contractor shall ensure all Marine Corps Information Assurance (IA) requirements for the GEOFidelis Presentation and Production Tier systems are met and kept up-to-date. This includes completing or updating DoD Information Assurance Certification and Accreditation Process (DIACAP) documentation required using the XACTA system. The Contractor shall provide all Navy-Marine Corps Internet (NMCI), or similar, required documentation for the GEOFidelis Presentation and Production Tier systems, as required. The Contractor shall update these documents whenever changes to the system design or architecture are warranted. The Contractor shall provide support during the approval process through the IA and NMCI (or other related) process.

The Contractor shall conduct market surveys and research in analyzing new and currently used technologies and products for possible inclusion or use within the GEOFidelis Enterprise Architecture. The Contractor shall generate reports, charts, documentation and presentation materials summarizing research findings and data in response to specific business inquiries, and support cost/benefit and decision analysis initiated by the Marine Corps Geospatial Information Officer (GIO).

The Contractor shall provide monthly status reports as to current and ongoing task status, and issues requiring resolution. These reports shall be submitted to CMC (LF) via email by the 5th of the month. The reports shall address the current status of all work, and plans for coming months. Specific content of the status report shall include: work accomplished during the previous month, list of any and all travel during the previous month, list of all deliverables completed during previous month, status of funds, schedule status, planned activities and any issues or problems encountered.

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3.1.1 Key Personnel. The following positions have been identified as key personnel and are subject to the substitution requirements as stipulated in the contract.

3.1.1.1 Project Manager. The Project Manager will assist in identifying requirements and solutions in close coordination with the GIO in CMC (LF). The Contractor will analyze program requirements and emerging customer priorities, and allocate/reallocate personnel and resources to best meet the needs of the GEOFidelis Enterprise Capability. The Contractor will maintain and enhance the functionality and utility of the GEOFidelis systems in support of Marine Corps installation management process and users.

- Minimum Education / Experience
- Bachelors of Science or Bachelors Degree in a business, engineering, or computer related discipline from an Accredited College or University.
- 5 years of experience in managing and directing DoD projects and programs related to Marine Corps installation management business processes.
- Project Management Professional Certification.
- Level I IA and Operation System Certification
- Knowledge of Marine Corps programs related to installation management and geospatial information activities.

3.1.1.2 Systems Manager. The Systems Manager will oversee the configuration, management, and operations of all components of the GEOFidelis Presentation and Production Tiers including servers, applications, databases, network and systems interfaces, user accounts, services registry, and Information Assurance requirements. The Contractor will work in close coordination with the designated hosting facility to ensure the GEOFidelis systems are configured and maintained to achieve an optimal Spatial Data Infrastructure for the GEOFidelis Program. The Contractor will contribute to providing more centralized and enterprise level solutions, and the integration and increased exploitation of GEOFidelis Presentation and Production Tier systems functionality. The Contractor will maintain the GEOFidelis Enterprise Systems Certification and Accreditation in accordance with Marine Corps Information Assurance policy and directives, and any other guidance as directed by the GIO or the GIO's designated representative.

- Minimum Education / Experience
- Bachelors of Science or Bachelors Degree in an engineering, or computer related discipline from an Accredited College or University.
- 5 years of experience in systems administration on DoD Information systems related to Installation Management and geospatial business processes.
- Security Application Support - CompTIA certification meeting the requirements established in the DoD 8570.01.
- Knowledge of Citrix, Server and OS Administration, ESRI's suite of ArcGIS server, geodatabase, and desktop product suites, SharePoint, and DIACAP.

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- Knowledge of Marine Corps programs related to installation management and geospatial activities.

3.1.1.3 Operations Manager. The Contractor will oversee the daily operations of the GEOFidelis Presentation and Production Tiers. The Contractor will monitor performance and uptime in close coordination with the Systems Manager and hosting facility. The contractor will develop metrics and run reports in accordance with appropriate industry standard practices and in close coordination with the Systems Manager. The Contractor will oversee Help Desk operations and ensure trouble tickets are recorded and forwarded to appropriate personnel for action in accordance with approved procedures, and/or any other guidance as directed by the GIO or the GIO's designated representative.

- Minimum Education / Experience

- Bachelors of Science or Bachelors Degree in a business, engineering, or computer related discipline from an Accredited College or University.

- 5 years of experience in systems operations and help desk/services management on DoD Information systems related to Installation Management and geospatial business processes.

- Knowledge of Marine Corps programs related to installation management and geospatial activities.

3.1.1.4 Database Manager. The Contractor will oversee the configuration, tuning, performance, and data management procedures for the spatial and non-spatial databases which comprise the GEOFidelis Presentation and Production Tiers. The Contractor will work in close coordination with the Systems Manager and hosting facility to monitor backup and recovery operations and ensure overall integrity and accessibility of the data. The contractor will contribute to providing more automated processes for the management and accessibility of data and metadata used in enterprise level solutions.

- Minimum Education / Experience

- Bachelors of Science or Bachelors Degree in engineering, or computer related discipline from an accredited college or university.

- 5 years of experience in database and geodatabase administration on DoD Information systems related to Installation Management and geospatial business processes.

- Security Application Support - CompTIA certification meeting the requirements established in the DoD 8570.01.

- Level II IA and Operation System Certification

- Knowledge of data, metadata, and geospatial data standards related to DoD Installation Geospatial Information and Services (IGI&S) programs, including the Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE)

- Knowledge of SQL Server and ArcSDE.

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- Knowledge of Marine Corps programs related to installation management and geospatial activities.

Deliverables:

Project Management Plan: The initial PMP shall be delivered within 30 days after contract award. Updates to the PMP shall be provided at least quarterly throughout the contract. However, updates to the PMP shall be provided within 30 days of any significant new work activities or changes in existing work activities occur.

Monthly Status Report: A monthly summary of tasks performed. Includes work breakdown structure and costs. Copies of analyses and reports generated will be included. Supporting documentation will be attached. The monthly status report will be due the 15th of each month.

DIACAP Documentation: Updates and new documentation will be provided to comply with Marine Corps Information Assurance requirements (and/or any other requirement as directed by the GIO or the GIO's designated representative) based on the GEOFidelis business systems architecture and any changes to the architecture. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due within 20 business days of any change requiring documentation update.

NMCI (and/or other required or related) Certification and Accreditation

Documentation: Updates and new documentation will be provided as required based on GEOFidelis business systems architecture or software changes. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due within 20 business days of any change requiring documentation update.

3.2 Task 2 - GEOFidelis Presentation Tier Transition Planning (Base Year - Initial Three Months)

The Contractor shall develop a comprehensive GEOFidelis Presentation Tier Transition Plan to outline the detailed steps, procedures, and timeline necessary to transition from the current state of multiple, disparate presentation environments to the desired end state of one consolidated presentation capability. The Contractor will develop this plan in accordance with the GEOFidelis Enterprise Architecture. The objective is to outline the optimal approach for the transition, covering all aspects of the project. The final transition plan will serve as the blueprint for the implementation phase.

The plan must be defensible and must outline the most efficient and timely approach to achieving a single GEOFidelis Presentation Tier. Certain constraints such as cost, hosting facility service levels and constraints, and choice of software platforms and versions shall be factored into the Plan.

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The Contractor shall deliver a Draft GEOFidelis Presentation Tier Transition Plan within 60 days of task award. The draft plan should be suitable for delivery to an Executive/Flag Officer, and it shall be in both Microsoft Word and Adobe PDF formats and should include or address, at a minimum, the following:

- A comprehensive list of capabilities to transition to, or to develop, for deployment on the Single Presentation Tier. The basis for this list will be recent inventories compiled by CMC LF of all existing capabilities currently deployed on the five disparate environments, combined with new capability requirements outlined in a completed Single Presentation Tier Systems Design Study. Once compiled, the list will then be evaluated to determine a transition and deployment strategy, answering such questions as whether to transition a "best of breed" capability from one of the existing sites or develop a new or expanded version more suitable as an enterprise solution. Furthermore, there shall be a listing of system or software upgrades necessary or recommended (if any) for optimal deployment of the complete capabilities list developed in the previous step. For example, the existing multiple presentation tiers currently utilize ESRI's ArcGIS server 9.3.1. The upgrade list should document whether a higher version should be deployed on the single presentation tier if known to be necessary or more efficient in order to achieve a given capability.

- A comprehensive timeline (POA&M) for transition to the single presentation tier utilizing a phased approach. At least two phases should be included, an Initial Operating Capability (IOC) and Final Operating Capability (FOC). The timeline should address which capabilities will be deployed at each stage, the time necessary to complete Information Assurance requirements, and it should indicate sunset milestones for the five existing environments.

The Final GEOFidelis Presentation Tier Transition Plan shall be delivered 90 days after contract award. The Plan shall be suitable for delivery to an Executive/Flag Officer, and it shall be in both Microsoft Word and Adobe PDF formats and should include at a minimum all the items in the Draft Transition Plan and address and incorporate all of the Government's comments.

The Contractor shall develop a Draft and Final Concept of Operations (CONOPS) for the Single Presentation Tier to define the operational aspects of deployment and management over time. The CONOPS should address at a minimum the roles and permissions HQMC, regions, and installations will have in the management of content and capabilities of the Single Presentation Tier. The Draft and Final CONOPS shall be suitable for delivery to an Executive/Flag Officer, and it shall be in both Microsoft Word and Adobe PDF formats. The Final Concept of Operations shall be delivered 90 days after contract award and should incorporate all of the Government's comments.

The Contractor shall provide updates on the progress of this task execution in the Monthly Status Report (see Task 1, paragraph 3.1). The Contractor will also meet with government representatives at least twice a month, or as is considered necessary, to discuss task progress, work performed, review preliminary results or vet any challenges the contractor may encounter gathering information which require government assistance to resolve. The Contractor shall provide a meeting summary report for each meeting, no later than five days after each meeting that, at a minimum, includes the topics

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discussed, decisions made, and action items.

Deliverables:

Draft GEOFidelis Presentation Tier Transition Plan: Provide a draft transition plan for the consolidation of existing presentation tier nodes into a single node. The draft plan should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall comply and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Final GEOFidelis Presentation Tier Transition Plan: Provide a final transition plan for the consolidation of existing presentation tier nodes into a single node. The draft plan should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall incorporate and address Government comments concerning the draft plan and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Draft CONOPS: Provide a draft Concept of Operations for the Single Presentation Tier. The draft should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats and it shall comply and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Final CONOPS: Provide a final Concept of Operations for the Single Presentation Tier suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall incorporate and address Government comments concerning the draft CONOPS and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, Don and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Meeting Summary Report: Provide a summary report of all meetings. The summary report should include all agreed to actions and follow-on action items from the meeting.

3.3 Task 3 - GEOFidelis Presentation Tier Transition Support (Base Year - Final Nine Months)

The Contractor shall transition the current multiple GEOFidelis presentation tier environments into a single presentation tier in accordance with the approved Final GEOFidelis Presentation Tier Transition Plan from Task 2, paragraph 3.2 above. The Contract shall adhere to all requirements and POA&Ms

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within the transition plan and ensure the transition occurs without interruption to normal GEOFidelis operations.

The Contractor shall develop, implement and test any new capabilities based on the approved list of capabilities identified in the Final GEOFidelis Presentation Tier Transition Plan. The Task Order Manager (TOM) shall do prior acceptance of deliverable. The Contractor shall provide all transition support required to reach the Initial Operating Capability (IOC) and the Full Operating Capability (FOC) in accordance with the Transition Plan. The Contractor will conduct all efforts of this task in the most efficient and effective manner possible, utilizing automated tools whenever possible and appropriate.

The contractor shall develop training materials to provide users of the GEOFidelis Presentation Tier an orientation or "Getting Started" guide. The Guide will cover at a minimum an introduction to the GEOFidelis Program, basic introduction to the site and its capabilities, how to navigate the site, and how to obtain further help. A draft training guide or other approved format (e.g. Word document, Web Based Learning, PDF) will be delivered for comment. The final training guide will be delivered after incorporation of comments, but no later than 10 days after receipt of comments.

The contractor shall develop a Presentation Tier Governance Plan to define in detail the business rules for managing the site and its content. Draft for comment should be in great detail, with the final copy incorporating revised comments.

The Contractor shall develop a GEOFidelis Help Desk Operations Manual outlining the technical and operational support requirement to support the single GEOFidelis Presentation Tier. The Contractor will outline how to classify all requests to the help desk as software error reports (SER) or software change requests (SCR) based on the nature of the request. The document will outline service level agreements (SLA) related to response times based on the severity of the SER issue. The Help Desk Operations Manual will outline the information captured for all help desk requests to include, at a minimum, the requestor, originating installation, problem description, problem resolution, status, and time spent resolving the call.

The Contractor will develop a Contingency of Operation Plan, based on industry standard contingency planning, to ensure that the single GEOFidelis Presentation Tier has a plan and procedures for continued operation in case of an interruption of service caused by a natural or man-made disaster. The plan should include disaster recovery procedures to ensure critical data is preserved and maintained in a secure and safe environment. The Contractor shall update current documented procedures concerning contingency planning, continuity of operations and disaster recovery for the GEOFidelis Presentation Tier systems, programs and hardware.

The Contractor shall establish a GEOFidelis web services registry as outlined in the GEOFidelis Enterprise Architecture in accordance with the POA&M established by the GEOFidelis Presentation Tier Transition Plan. The registry will become the authoritative source for GEOFidelis data, map, metadata search, and geoprocessing services for use by approved consumers.

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The Contractor shall provide updates on the progress of this task execution in the Monthly Status Report. The Contractor will also meet with Government representatives at least twice a month, or as is considered necessary, to discuss task progress, work performed, review preliminary results or vet any challenges the Contractor may encounter gathering information which require government assistance to resolve. Contractor shall provide a meeting summary report for each meeting, no later than five days after each meeting that, at a minimum, includes the topics discussed, decisions made, and action items.

Deliverables:

Contingency of Operation Plan: Develop a Contingency of Operation Plan for the GEOFidelis Presentation Tier; providing specific requirements for a recovery from a disruptive event or emergency. The Contingency of Operation Plan shall comply and adhere to existing DoD instruction, including Federal Information Security Management Act (FISMA), DISA Contingency and Contingency of Operation Plans, and NIST SP 800-34 and/or any other guidance as directed by the GIO or the GIO's designated representative.

Training Guide: Develop an orientation training guide for users in the use of the GEOFidelis Presentation Tier.

Governance Plan: Develop a Governance Plan, defining the business rules for the management of the GEOFidelis Presentation Tier and its content.

Help Desk Manual: Develop a help desk manual for the GEOFidelis Presentation Tier; outlining the technical and operational support requirement to support the single GEOFidelis Presentation Tier.

GEOFidelis Web Services Registry: Provide a web services registry capability as outlined in the GEOFidelis Enterprise Architecture.

GEOFidelis Presentation Tier IOC: Provide an initial operating capability of the single presentation tier within the timeframe outlined in the approved Final GEOFidelis Presentation Tier Transition Plan. IOC shall adhere to all existing DoD, DON and Marine Corps information assurance and information technology (IT) instruction and guidance.

GEOFidelis Presentation Tier FOC: Provide a final operating capability of the single presentation tier within the timeframe outlined in the approved Final GEOFidelis Presentation Tier Transition Plan. IOC shall adhere to all existing DoD, DON and Marine Corps information assurance and information technology (IT) instruction and guidance and/or any other guidance as directed by the GIO or the GIO's designated representative.

3.4 Task 4 - GEOFidelis Presentation Tier Operation and Maintenance Support (Option Year One through Four)

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The Contractor shall provide operations and maintenance support for the GEOFidelis Presentation Tier hardware, system software, application, and database software. For purposes of this PWS, the GEOFidelis Presentation Tier will also include support and requirements for the Installation Statistics, Analytics, and Reporting (iSTAR) system. All operations and maintenance activity shall be documented in the Monthly Status Report.

The Contractor shall operate and maintain the GEOFidelis Presentation Tier's production and stage environments that will be housed within the DISA. DISA will provide the web hosting, and technical support of a Data Center. DISA will provide the Contractor with access to GEOFidelis Presentation Tier's systems via secure connection for systems operation and maintenance activities. DISA will also provide internet connectivity using industry standard security requirements, SQL*Server database administration, backup and recovery of all servers, and system and user security (both physical and data). The Contractor shall provide all other operations, maintenance, technical systems administration and management services for the production and stage database requirement not specifically stated otherwise. The Contractor shall adhere to a minimum system availability of 99%.

The Contractor shall establish, operate and maintain a site to host the development and test environments of the GEOFidelis Presentation Tier. This includes, but is not limited to, hosting systems development and test environments via internet connectivity using industry standard security requirements, operation of Contractor furnished hardware, network administration, SQL Server database administration, ArcSDE geodatabase administration, backup and recovery of all servers, and system and user security (both physical and data). The Contractor shall provide hardware maintenance for the development and testing of site servers and any other hardware equipment located at the development and test site. The Contractor shall ensure that the GEOFidelis Presentation Tier systems are Public Key Infrastructure (PKI) Enabled in accordance with DoD Instruction 8520.2 implementation guidance and/or any other guidance as directed by the GIO or the GIO's designated representative.

The Contractor shall operate a Help Desk to provide technical and operations support for the GEOFidelis Presentation Tier systems end users in accordance with the service level agreements (SLA) in the GEOFidelis Presentation Tier Help Desk Operation manual developed as part of Task 3 in paragraph 3.3.

Help desk operations shall be established to support the GEOFidelis user community between the hours of 7:00 am to 9:00 pm Eastern Standard Time (or Eastern Daylight Time, as appropriate), at a minimum, on all standard Government workdays. The Contractor shall provide an "after hours" call back capability to support users in Japan. The Contractor shall provide an automated call tracking capability to record and track the status of all help desk calls. The Contractor shall provide operational and technical expertise to diagnose and resolve problems reported through the help desk. The Contractor will classify all requests to the help desk as a software error report (SER) and/or a software change request (SCR) based on the nature of the request in accordance with the GEOFidelis Presentation Tier Help Desk Operations Manual. The Contractor shall provide a summary report of all help desk activity related to software errors indicating requestor, originating installation, problem description, problem resolution, status, and time spent resolving the call. Software change requests reported to the help desk will be

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classified as such and handled in accordance with Task 8, Configuration Management, as described in paragraph 3.8 below.

The Contractor will ensure that all environments for the GEOFidelis Presentation Tier adhere to the contingency procedures outlined in the approved Contingency Of Operation Plan from Task 3, paragraph 3.3.

The Contractor shall provide technical, administrative support and release management for all GEOFidelis Presentation Tier system software maintenance. Application software maintenance includes the analysis, design, coding, testing, and documentation of software errors and corrections to the existing application software. System software maintenance shall include technical support and update rights for all commercial software used under the GEOFidelis Presentation Tier umbrella. The Contractor shall perform release management. Release management includes the analysis, distribution, tracking, and support of software and application upgrades to the underlying GEOFidelis Presentation Tier COTS programs. The Contractor shall analyze all new releases, test them in the test environment, and recommend whether or not to release the upgrade to the sites. New releases of the application software shall be provided, as required, to correct errors, implement changes or enhancements, or provide new modules.

The Contractor shall maintain all GEOFidelis Enterprise Capability web and map services, and interfaces as part of the GEOFidelis web services registry. These include interfaces to the internet Naval Facilities Assets Data Store (iNFADS), USMCmax, the Facilities Data Warehouse, FI Website and other Installation and Environment authoritative data sources.

The Contractor shall maintain the GEOFidelis Enterprise Geodatabase repository which provides the geospatial data component of the Presentation Tier capability. The Contractor shall also maintain the SharePoint component and related non-spatial data of the Presentation Tier.

The Contractor shall maintain a master library of all systems documentation including vendor manuals, source codes and all developed materials, data, items, and documentation. Documentation shall be continually updated in conjunction with related project activities. Updates to vendor documentation shall also be maintained.

The Contractor shall provide monthly maintenance summary reports in the Monthly Status Report detailing current and ongoing task status, and issues requiring resolution. The Contractor shall document any problems or issues encountered at the development site and all software errors reported for that month.

Deliverables:

GEOFidelis Presentation Tier Operations and Maintenance: Provide Operations and Maintenance for the GEOFidelis Presentation Tier in accordance with standard industry processes. This includes maintaining the GEOFidelis SharePoint Portal, spatial and non-spatial databases, Web Registry and all web and map services that are part of the GEOFidelis Presentation Tier. Update

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required GEOFidelis Presentation Tier system documentation, as required. GEOFidelis Presentation Tier systems operations and maintenance shall be provided in compliance with DoD instruction, including annual procurement, information assurance, FISMA, and DITPR-DON requirements and/or any other guidance or requirement as directed by the GIO or the GIO's designated representative.

Help Desk Operations and Support: Provide Help Desk operation and support for the GEOFidelis Presentation Tier.

Inventory Report: Contractor will provide a quarterly inventory report detailing all Government Furnish Equipment (GFE) and Software (GFS). The report should include the equipment (serial number, model), quantity, vendor, location, and software.

Systems Documentation Master Library: The Contractor shall maintain the master library of systems documentation, which shall be updated as required. All systems documentation will be provided to the Government upon request, and/or no later than 30 days after the termination of this Contract.

3.5 Task 5 - GEOFidelis Production Tier Transition Planning (Option Year

One - Initial Three Months)

The Contractor shall develop a comprehensive GEOFidelis Production Tier Transition Plan to outline the detailed steps, procedures, and timeline necessary to transition from the current state of multiple, disparate production environments to the desired end state of one consolidated production capability. The objective is to outline the optimal approach for the transition, covering all aspects of the project. The final transition plan will serve as the blueprint for the implementation phase.

The plan must be defensible and must outline the most efficient and timely approach to achieving a single GEOFidelis Production Tier environment. Certain constraints such as cost, hosting facility service levels and constraints, and choice of software platforms and versions shall be factored into the Plan.

The Contractor shall deliver a Draft GEOFidelis Production Tier Transition Plan within 60 days of the exercising of option year one. The draft plan should be suitable for delivery to an Executive/Flag Officer, and it shall be in both Microsoft Word and Adobe PDF formats, and it shall include, at a minimum, the following:

- A catalogue of existing software and capabilities among the four environments to include: software inventory; capability or tool name and where located; functionality description; a "custom" or "out-of-the-box" designator; and an indication whether updates or modifications are underway or planned. Some of this information may be gathered by browsing the sites while other information must be obtained from point(s) of contact at the four sites.

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- An evaluation matrix which outlines criteria and means to assess the catalogue developed in the previous step. The matrix should assess for each current capability the following at a minimum: should a "best of breed" solution for duplicative capabilities be transitioned; should a new and improved version of an existing capability be developed to render it usable by more installations; should a capability be retired; should a capability be moved to another system or platform.
- A comprehensive list of a single Production Tier Software and Capabilities. Once the evaluation matrix is complete in the previous step, the Contractor will assist the Government in applying the evaluation criteria to the catalogue of software and capabilities to produce a list of software and capabilities which will transition to the single Production Tier.
- A list of system or software upgrades necessary or recommended (if any) for optimal deployment of the complete capabilities list developed in the previous step. For example, the existing multiple production tiers currently utilize ESRI's ArcGIS 9.3.1 suite of desktop products including extensions such as PLTS, Spatial Analyst, Network Analyst, and 3D Analyst. The upgrade list should document whether a higher version should be deployed on the single production tier if known to be necessary or more efficient in order to achieve a given capability.
- A comprehensive timeline (POA&M) for transition to the single production tier utilizing a phased approach. At least two phases should be included, an Initial Operating Capability (IOC) and Final Operating Capability (FOC). The timeline should address which capabilities will be deployed at each stage, time necessary to complete Information Assurance requirements, and indicate sunset milestones for the four existing environments.
- All other topics or issues deemed relevant and necessary to address as part of a defensible, optimal, and efficient Transition Plan.

The Contractor shall provide a Final GEOFidelis Production Tier Transition Plan within 90 days of the exercising of option year one. The Final Transition Plan should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall include, at a minimum, all the items in the Draft Transition Plan and address and incorporate all of the Government's comments.

The Contractor shall develop a Concept of Operations (CONOPS) for the Single Production Tier to define the operational aspects of deployment and management over time. The CONOPS should address at a minimum the roles and permissions HQMC, regions, and installations will have in the management of data, database schema, and other content and capabilities of the Single Production Tier. The Draft and Final CONOPS shall be suitable for delivery to an Executive/Flag Officer, and it shall be in both Microsoft Word and Adobe PDF formats. The Final Concept of Operations shall be delivered within 90 days of the exercising of Option Year One and it shall incorporate all of the Government's comments on the draft.

The Contractor shall provide updates on the progress of this task execution in the Monthly Status Report. The Contractor will also meet with Government representatives at least twice a month, or as is considered necessary, to discuss task progress, work performed, review preliminary results or vet any challenges the Contractor may encounter gathering information which require

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government assistance to resolve. Contractor shall provide a meeting summary report for each meeting, no later than five days after each meeting that, at a minimum, includes the topics discussed, decisions made, and action items.

Deliverables:

Draft GEOFidelis Production Tier Transition Plan: Provide a draft transition plan for the consolidation of existing production tier nodes into a single node. The draft plan should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall comply and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Final GEOFidelis Production Tier Transition Plan: Provide a final transition plan for the consolidation of existing presentation tier nodes into a single node. The draft plan should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall incorporate and address Government comments concerning the draft plan and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

Draft CONOPS: Provide a draft Concept of Operations for the Single Production Tier. The draft should be suitable for delivery to an Executive/Flag Officer, it shall be in both Microsoft Word and Adobe PDF formats, and it shall comply and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance and/or any other guidance as directed by the GIO or the GIO's designated representative.

Final CONOPS: Provide a final Concept of Operations for the Single Production Tier suitable for delivery to an Executive/Flag Officer, it shall be in Microsoft Word and Adobe PDF formats, it shall incorporate and address Government comments concerning the draft CONOPS, and it shall comply and adhere to the guidance provided by the GEOFidelis Enterprise Architecture, MCO 11000.25 and existing DoD, DoN and Marine Corps information technology (IT) instruction and guidance, and/or any other guidance as directed by the GIO or the GIO's designated representative.

3.6 Task 6 - GEOFidelis Production Tier Transition Support (Option Year

One - Final Nine Months)

The Contractor shall transition the current multiple GEOFidelis production tier environments into a single production tier in accordance with the approved Final GEOFidelis Production Tier Transition Plan from Task 5, paragraph 3.5. The Contract shall adhere to all requirements and POA&Ms within the transition plan.

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The Contractor shall develop and implement any new capabilities required based on the approved list of capabilities identified in the Final GEOFidelis Production Tier Transition Plan. The Contractor shall provide all transition support required to reach the Initial Operating Capability (IOC) and the Full Operating Capability (FOC) in accordance with the Transition Plan. The Contractor will conduct all efforts of this task in the most efficient and effective manner possible, utilizing automated tools whenever possible and appropriate.

The contractor shall develop training materials to provide users of the GEOFidelis Production Tier an orientation or "Getting Started" guide. The Guide will cover at a minimum an introduction to the GEOFidelis Production environment, its capabilities, its software and database configuration, and how to obtain further help. A draft training guide or other approved format (e.g. Word document and eLearning) will be delivered for comment. A final training guide will be delivered after incorporation of comments.

The Contractor shall develop a Production Tier Governance Plan to define in detail the business rules for managing the environment, databases, and geodatabases. Draft for comment should be in great detail, and then the final should incorporate revisions and comments.

The Contractor shall update the GEOFidelis Help Desk Operations Manual to incorporate any technical and operational support required to support the GEOFidelis Production Tier.

The Contractor will update the Contingency of Operation Plan, developed as part of Task 3, to ensure that all environments for the GEOFidelis Production Tier have the plan and procedures for continued operation in case of an interruption of service caused by a natural or man-made disaster. The update should include disaster recovery procedures to ensure critical data is preserved and maintained in a secure environment and provide for a local contingency option at each installation.

The Contractor shall provide updates on the progress of this task execution in the Monthly Status Report. The Contractor will also meet with Government representatives at least twice a month, or as is considered necessary, to discuss task progress, work performed, review preliminary results or vet any challenges the contractor may encounter gathering information which require government assistance to resolve. Contractor shall provide a meeting summary report for each meeting, no later than five days after each meeting that, at a minimum, includes the topics discussed, decisions made, and action items.

Deliverables:

Updated Contingency of Operation Plan: Provide an updated Contingency of Operation Plan, developed under Task 3, which includes all contingency planning requirements for the GEOFidelis Production Tier.

Updated Help Desk Manual: Provide an updated Help Desk Manual to include any changes required to support the GEOFidelis Production Tier.

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GEOFidelis Production Tier IOC: Provide an initial operating capability of the single production tier within the timeframe outlined in the approved Final GEOFidelis Production Tier Transition Plan. IOC shall comply and adhere to all existing DoD, DON and Marine Corps information assurance and information technology (IT) instruction and guidance and/or any other guidance as directed by the GIO or the GIO's designated representative.

GEOFidelis Production Tier FOC: Provide a final operating capability of the single production tier within the timeframe outlined in the approved Final GEOFidelis Production Tier Transition Plan. IOC shall comply and adhere to all existing DoD, DON and Marine Corps information assurance and information technology (IT) instruction and guidance and/or any other guidance as directed by the GIO or the GIO's designated representative.

Training Guide: Develop an orientation training guide for users that provides training in the use of the GEOFidelis Production Tier.

Governance Plan: Develop a Governance Plan, defining the business rules for the management of the GEOFidelis Production Tier and its content.

3.7 Task 7 - GEOFidelis Production Tier Operation and Maintenance Support

(Option Year Two through Four)

The Contractor shall provide operations and maintenance support for GEOFidelis Production Tier hardware, system software, and application software. All operations and maintenance activity shall be documented in the Monthly Status Report.

The Contractor shall operate and maintain the GEOFidelis Production Tier's production and staging environments to be housed within the DISA facility at Mechanicsburg, PA. DISA will provide the Contractor access to the GEOFidelis Production Tier via secure connection for operation and maintenance activities. The Contractor shall provide all other operation and maintenance for the production and training database requirement not specifically stated otherwise. The Contractor shall establish and operate an environment to host the GEOFidelis Production Tier's development and test environment and provide all support required to operate and maintain those environments. The Contractor shall provide hardware maintenance for GEOFidelis Production Tier's development and testing site servers, databases, geodatabases, and any other hardware equipment located at the development and test site. The Contractor shall provide technical and operations support for the GEOFidelis Production Tier end users utilizing the Help Desk Manual updated in Task 6, paragraph 3.6. The Contractor will ensure that the GEOFidelis Production Tier complies and adheres to the contingency procedures outlined in the updated Contingency of Operation Plan from Task 6, paragraph 3.6. The Contractor shall provide technical, administrative support and release management for all GEOFidelis Production Tier system software maintenance. The Contractor shall maintain all GEOFidelis Production Tier interfaces and a master library of all GEOFidelis Production Tier documentation, materials and items.

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Deliverables:

GEOFidelis Production Tier Operations and Maintenance: Provide Operations and Maintenance for GEOFidelis Production Tier according to standard industry processes. This includes updating required GEOFidelis Production Tier system documentation. GEOFidelis Production Tier operations and maintenance shall be provided in compliance with DoD instruction, including annual procurement, information assurance, FISMA, and DITPR-DON requirements and/or any other instructions, requirements, and/or guidance as directed by the GIO or the GIO's designated representative.

Help Desk Operations and Support: Provide Help Desk operation and support for the GEOFidelis Production Tier.

Inventory Report: Contractor will provide a quarterly inventory report detailing all Government Furnish Equipment (GFE) and Software (GFS). The report should include the equipment (serial number, model), quantity, vendor, location, and software.

Systems Documentation Master Library: The Contractor shall maintain the mastery library of all systems documentation including vendor manuals, source codes and all developed materials, data, items, and documentation. Documentation shall be continually updated in conjunction with related project activities. All systems documentation will be provided to the Government upon request, but no later than 30 days after the contract's end of performance.

3.8 Task 8 - GEOFidelis Configuration Management (Base Year and All Option Years)

The Contractor shall provide a configuration management process for the GEOFidelis Presentation Tier, Production Tier and iSTAR system software change requests and software customization support as directed by the Marine Corps Installation and Environmental (I&E) governance and configuration management process and any other guidance as directed by the GIO or the GIO's designated representative.

The Contractor shall provide configuration management of all software and documentation comprising the GEOFidelis Presentation Tier, Production Tier and iSTAR, and shall maintain a database for tracking individual configuration items, such as software change requests, and other items as directed by the GIO or the GIO's designated representative. The system(s) shall allow designated Marine Corps personnel to initiate software change requests or configuration management issues via the internet, via email or by calling the help desk. The Contractor shall review each software change request and configuration management issue and provide the COR a recommended course of action to be presented to the appropriate governance or configuration control board. The report shall be provided as part of the Software Change Request Report. The Contractor shall develop and maintain a Configuration Management Plan (CMP) to document configuration management procedures as well as specific

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functions and processes implemented as a result of this task.

The Contractor shall provide administrative and technical support as part of the Marines Corps I&E governance process in assessing which software change requests will be incorporated as part of the standard GEOFidelis Presentation Tier, Production Tier and/or iSTAR system.

The contractor shall provide the equivalent of one man-year full time equivalent (FTE) support to design and develop new software enhancements for GEOFidelis Presentation Tier, Production Tier and iSTAR based on Marine Corps business needs. The Contractor shall provide system development services by planning and analyzing requirements, designing system configurations, writing application code, conducting integration tests, writing documentation and training personnel to provide an effective, efficient, technical solution. The Contractor shall adhere to industry standard software engineering approaches, and institute an integrated quality assurance process. The contractor shall develop software using approved application languages as required. All application code, charts, documentation, state diagrams, UML, flow charts, use cases, and instructions will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards.

Deliverables:

Configuration Management Plan (CMP)-Develop and maintain a CMP in accordance with the requirements outlined in Task 8 - paragraph 3.8. The CMP should follow established industry standards and protocols for configuration management. The CMP will be delivered within 20 business days of exercise of Option Year One.

Software Change Request (SCR) Report - A report of all SCRs and their status as of the end of the month. Report will be due the 15th of each month.

Software Requirements Specification (SRS) - Contractor will maintain and deliver on a semi-annual basis, an SRS for all systems under this PWS.

System Development Services - Contractor will plan and analyze requirements, design system configurations, write application code, conduct integration tests, write documentation and train personnel to provide an effective, efficient, technical solution.

Custom Software Tools and Documentation - Provide custom software tools and documentation developed for the GEOFidelis Production Tier system and iSTAR to include analytical tools and web-enabled applications within 10 business days to the GIO of each implemented software tool or enhancement. Application code, charts, documentation, state diagrams, UML, flow charts, use cases, and instructions will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards.

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3.9 Optional Task - Major Upgrade of GEOFidelis System Software

The contractor shall identify necessary requirements for a major version upgrade and configure hardware and software for the modernization/upgrade of the GEOFidelis system software. The Contractor shall analyze requirements and update integrated IT support plans such as configuration management and quality assurance. The Contractor shall provide system development services by analyzing requirements, designing system configurations, writing application code, conducting integration tests, writing documentation and training personnel to provide an effective, efficient, technical solution. The contractor shall upgrade software using approved application languages as required.

System documentation shall be configured to accurately reflect the hardware/software system upgrade/modernization. The contractor shall identify and propose product upgrades (technical refreshments) for infrastructure, software products and network components to better serve the clients. Based on the client's needs, the contractor shall provide staff and resources necessary to design and implement IT systems and support.

Deliverables:

GEOFidelis Environment Upgrade Requirements Documentation - The documentation will identify the system requirements for upgrade/modernization and outline goals, steps, and timelines to execute and rollout major upgrade of GEOFidelis Presentation and Production environments.

GEOFidelis Upgrade Requirements Report - The report shall identify the validation of the upgraded system requirements.

4.0 PERFORMANCE STANDARDS AND WORKLOAD SUMMARY

4.1 Performance Requirements Summary

The Quality Assurance Surveillance Plan (QASP) provides a quality assurance surveillance strategy for monitoring the GEOFidelis. The QASP establishes the performance standards, method of surveillance, and incentives for each major area of the PWS. It provides the Quality Assurance Evaluator (QAE) and the COR a systematic approach for conducting contract surveillance to insure the standards of the contract are met. The Contractor shall satisfy all performance standards within the acceptable quality levels in the QASP and is incorporated as part of the contract (see Attached QASP).

The performance standards for this PWS are stated in the Performance Requirements Summary (PRS) below.

Performance Objective	Performance Standards	Acceptable Quality Level	Method of Surveillance
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Project Management, Project Planning and Analysis, paragraph 3.1	<p>Provide all required deliverable documents in a timely, accurate and professional manner.</p> <p>Provide updated information assurance and certification documentation required by any system architecture change.</p>	<p>100%</p> <p>Within 30 days of any software architecture change</p>	<p>100% inspection of all deliverables</p> <p>100% inspection</p>
GEOFidelis Presentation and Production Tier Transition Planning, paragraph 3.2 and paragraph 3.5	Provide transition planning for the GEOFidelis Presentation and Production Tier	Adequate plan based on industry standards	100% inspection and demonstration
GEOFidelis Presentation and Production Tier Transition Support, paragraph 3.3 and 3.6	<p>Provide transition support in accordance with industry standards and practices.</p> <p>Adequate and trained personnel to develop, configure, test and deploy all system components.</p>	100% based on user acceptance testing	<p>100% inspection and demonstration</p> <p>100% inspection</p>
GEOFidelis Presentation and Production Tier Operations and Maintenance, paragraph 3.4 and 3.7	<p>Provide system operations and maintenance in accordance industry standards and practices.</p> <p>Adequate and trained personnel to maintain the system</p> <p>Provide help desk operations between the hours of 7:00 am and 9:00 pm EST (EDT, as appropriate).</p> <p>Provide contingency planning for the GEOFidelis Presentation Tier</p> <p>Provide automated call tracking capability for all help desk calls.</p> <p>Perform software error report resolution in accordance with</p>	<p>System availability is > 99%</p> <p>100%</p> <p>100%</p> <p>Adequate plan based on industry standards.</p> <p>100%</p> <p>Meets resolution time 95% or more</p>	<p>Monthly Status Report</p> <p>100% inspection</p> <p>Performance metrics reporting</p> <p>Contingency Plan</p> <p>Random</p>

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	the service level agreements outlined in the GEOFidelis Presentation/Production Tier Help Desk Operations Manual.		Monthly Help Desk Report and random sampling
GEOFidelis Configuration Management, paragraph 3.8	Perform configuration management.	100%	Random
	Track software change requests and provide monthly report.	100%	Software Change Request Report and random sampling
	Provide fully operational software customizations based on COR and CCB priorities.	All known software defects from testing are mitigated prior to release.	100% inspection and customer satisfaction measured via help desk reports

4.2 Workload Summary

In order to determine level of effort, the GEOFidelis Enterprise Architecture, dated September 2010, and the GEOFidelis Presentation Tier Design Study Documents, dated January 2011, are provided as part of this PWS. In addition, the iSTAR systems currently consists of 2 Windows 2003 Virtual servers, however, moving forward these will most likely be hosted on Windows 2008 physical servers to support DISA requirements and anticipated production capacity. The application and database servers include government furnished software (ArcGIS 9.3.1, ArcSDE 9.3.1, ArcGIS Desktop 9.3.1, Microsoft's .Net Framework 3.5 Sp1, and Microsoft SQL Server 2008 R2)

Task 1 - Project Management, Project Planning and Analysis. Based on past history, the annual effort required to support this task was as follows:

Program Management	1 FTE
Information Assurance	1 FTE
Administrative	.25 FTE

Due to the complexity of these systems and the information assurance and system operations requirements, it is anticipated that this effort will be consistent throughout the option years with the exception of Information Assurance. Information Assurance requirements are estimated to be .5 FTE starting in Option Year 2 after all transitions have been completed.

Task 2 - GEOFidelis Presentation Tier Transition Planning. This is a new task. No historical workload summary is available for this task.

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Task 3 - GEOFidelis Presentation Tier Transition Support. This is a new task. No historical workload summary is available for this task.

Task 4 - GEOFidelis Presentation Tier Operations and Maintenance Support. The GEOFidelis Presentation Systems have an unknown number of total users across the multiple current environments. The estimated transaction rate anticipated for the Single Presentation Tier once deployed is 1000 draws per minute.

Task 5 - GEOFidelis Production Tier Transition Planning. This is a new task. No historical workload summary is available for this task.

Task 6 - GEOFidelis Production Tier Transition Support. This is a new task. No historical workload summary is available for this task.

Task 7 - GEOFidelis Production Tier Operations and Maintenance Support.

The Production Systems support an approximate user base of 500 though a maximum concurrent user number is not possible to estimate. This is due to the current configuration of multiple production environments at four sites in various geographic locations and time zones.

Task 8 - GEOFidelis Configuration Management. The nature of software customization cannot be fully identified as this time; the level of effort for this task will not exceed more than 1.5 FTE man-years.

Optional Task - Major Upgrade of GEOFidelis System Software. This is a new task. No historical workload summary is available for this task.

5.0 DELIVERABLES

5.1 All products delivered under this statement of work will conform to current DoD, Department of Navy (DON) and USMC standards and guidelines. The USMC will maintain full data rights to all products and deliverables (see paragraphs 5.4, 5.5.1-5.5.3, 10.5, 10.6, and other relevant paragraphs/sections herein).

5.2 The Contractor shall submit deliverable reports in both hard copy and electronic format via Microsoft Word and Adobe PDF formats. The Media for the deliverables will be a hard copy, and an electronic/digital copy on magnetic media a Compact Disk (CD), DVD or other storage device or on other media as specified in the PWS or by direction of the Contracting Officer or the GIO.

The Contractor shall deliver a transmittal letter to the Government each time it conveys a deliverable. The letter shall specify the deliverable(s) and the task(s), of which it is a part, as specified in the SOW. The transmittal letter shall be delivered to:

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Headquarters, United States Marine Corps

Attn: LFL-3 (Asset Utilization)

3000 Marine Corps Pentagon

Washington DC 20350-3000

5.3 Format and Content. In general, deliverables will be in the form of, but not limited to, data models, publications, tools, reports, databases, and presentation packages such as PowerPoint slides, computations with backup information, visual aids, and meeting minutes. At a minimum, reports shall contain information in sufficient detail to ensure that a professionally qualified third party can follow the logic of the report. When studies to identify potential problem solutions are required, all data, analysis, recommendations and other report contents shall be sufficiently similar in format to allow for a direct comparison among the problem solution options under consideration. Government review comments, if appropriate, shall be incorporated into the final deliverable in the form of revisions, deletions, additions and corrections.

5.4 Distribution of Deliverables. No government furnished data, materials, or other items created or provided under this PWS shall be used by the Contractor for any purpose not in support of, or required for the performance under, this PWS without the prior written permission of the Contracting Officer. Moreover, the Contractor is obligated to protect from unauthorized use or disclosure all government confidential or classified material and government owned proprietary data obtained in the course of performance of services under any government contract as long as such data remains proprietary, confidential, or classified. Contract personnel shall not publish, divulge, disclose or make known this government furnished information in any manner or to any extent not authorized by the Commanding General, Marine Corps Combat Development Center. Moreover, the Contractor is obligated to protect the government furnished information and all deliverables under this PWS from unauthorized use and shall incorporate this paragraph in each of its contracts/subcontracts associated with the goods and/or services provided under this PWS.

5.5.1 Data, Software, and Intellectual Property. All reports, materials (including, but not limited to, training materials, design and implementation materials, computer software and hardware, source code, interfaces, analytical tools and web-enabled applications, charts, state diagrams, UML, flow charts, use cases, and instructions, tools, works) items, and information, and all intellectual property rights in or to such reports, materials, items, and information, in whatever form, created, generated, or produced under this PWS shall become the property of the Marine Corps; therefore, the Marine Corps shall have the irrevocable right to use, modify, reproduce, and distribute such reports, materials, items, and information in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so. Furthermore, the Contractor shall not use the Contractor's or a Third-Party's proprietary data, information, software, items and/or other materials for any purpose without the specific, written approval by the Contracting Officer, prior to start of any work.

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5.5.2. License/Assignment of Inventions and Items. The Contractor shall provide the U.S. Government with a nonexclusive, nontransferable, irrevocable, paid-up, license to practice, or have practiced by the U.S. Government, or for or on its behalf, throughout the world, an invention or discovery made during the performance of this PWS; and, as appropriate, an assignment or paid-up, nonexclusive and irrevocable worldwide license to use, modify, reproduce, perform, display, release, or disclose all Items created, generated, produced, and delivered under this PWS, in whole or in part, in any manner, and to have or authorize others to do so, whether first produced under this or a previous U.S. Government Contract, and whether deemed by the Contractor to be commercial or non-commercial.

5.5.3. Reproduction Materials & End/Finished Products. The Marine Corps desires that all finished reports, materials, items, and information, and end products created, generated, produced, and delivered under this PWS shall become the property of the Government, subject to the allocation of Intellectual Property and other Rights as expressed herein, and/or as modified in the Contract. This includes, but is not limited to, all software, source code, interfaces, data models, publications, tools, reports, databases, presentation packages such as PowerPoint slides, training materials, analyses and computations with backup information, visual aids, meeting minutes and supporting documentation, instructions, and administrative tools, including but not limited to all hard copy and electronic versions, produced by the Contractor in the performance of this PWS. All materials, both hard copy and electronic, shall be maintained by the Contractor during the course of the PWS/Contract, and shall be turned over to the Contracting Officer at the conclusion of each program year, or more often upon request by the Contracting Officer.

5.6 Delivery Schedule

Paragraph Reference	Deliverable	Due Date
3.1	Project Management Plan	30 days after contract award" updated as needed thereafter
3.1	Monthly Status Report	15 th of each month
3.1	DIACAP Documentation	Within 20 business days of any change requiring updated documentation
3.1	NMCI (or Similar) Certification or Accreditation	With 20 business days as required
3.2	Draft GEOFidelis Presentation Tier Transition Plan	60 days after task award
3.2	Final GEOFidelis Presentation Tier Transition Plan	90 day after task award
3.2	Draft Concept of Operations	60 days after task award
3.2	Final Concept of Operations	90 day after task award
3.2	Meeting Summary Report	no later than 5 days after each meeting
3.3	Contingency of Operations Plan	End of base year
3.3	Training Guide	End of base year
3.3	Governance Plan	End of base year
3.3	Help Desk Manual	End of base year
3.3	GEOFidelis Web Services Registry	End of base year
3.3	GEOFidelis Presentation Tier IOC	Per approved Transition Plan

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3.3	GEOFidelis Presentation Tier FOC	Per approved Transition Plan
3.4	GEOFidelis Presentation Tier Operations and Maintenance	On-going
3.4	Help Desk Operations and Support	On-going
3.4	Inventory Report	Quarterly
3.4	Systems Documentation Master Library	On-going
3.5	Draft GEOFidelis Production Tier Transition Plan	60 days after exercise of option year one
3.5	Final GEOFidelis Production Tier Transition Plan	90 days after exercise of option year one
3.5	Draft Concept of Operations	60 days after exercise of option year one
3.5	Final Concept of Operations	90 day after exercise of option year one
3.6	Updated Continuity of Operations Plan	End of option year one
3.6	Updated Help Desk Manual	End of option year one
3.6	GEOFidelis Production Tier IOC	Per approved Transition Plan
3.6	GEOFidelis Production Tier FOC	Per approved Transition Plan
3.6	Training Guide	End of option year one
3.6	Governance Plan	End of option year one
3.7	GEOFidelis Production Tier Operations and Maintenance	On-going
3.7	Help Desk Operations and Support	On-going
3.7	Inventory Report	Quarterly
3.7	Systems Documentation Master Library	On-going
3.8	Configuration Management Plan	With 30 days of exercise of Option Year One. Updated as required.
3.8	Software Change Request (SCR) Report	15 th of each month
3.8	Software Requirements Specifications	Semi-annually
3.8	Custom Software Tools, applications code and Documentation	Within 10 business days
3.8	System Development Services	no later than 5 days
3.9	GEOFidelis Environment Upgrade Requirements Documentation	Optional
3.9	GEOFidelis Upgrade Requirements Report	Optional

6.0 GOVERNMENT FURNISHED INFORMATION, SERVICES, AND EQUIPMENT

6.1 The USMC shall provide the required software licenses of ArcGIS product line, SQL*Server, and other required software for the production and stage environments outlined in the PWS. At the completion of these tasks, all software and customized computer code shall be surrendered to the USMC upon request but no later than 30 days of termination of contract.

6.2 The USMC shall provide access to systems in DISA, at Mechanicsburg, PA for work required in the PWS.

6.3 Access to documents required in support of the execution of this statement of work. The USMC will make available all relevant financial management policies, procedures, and regulations applicable to the GEOFidelis Program operations and management. The USMC will make available all relevant GEOFidelis programmatic documentation such as the GEOFidelis Enterprise Architecture and GEOFidelis Presentation Tier Design Study. Due to the need to access and browse existing sites and tools, the contractor will require access to the Marine Corps Network via a Common Access Card, and will require the use of a Marine Corps desktop at HQMC.

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7.0 TRAVEL

The Contractor shall be required to travel and visit CMC (LF), the DISA in Mechanicsburg, PA and various Marine Corps installations. The Contractor will coordinate travel arrangements with the Contracting Officer's Representative (COR). All travel must be approved, in writing, by the COR prior to any travel taking place. Travel and travel reimbursements shall be conducted in accordance with the Joint Travel Regulations.

8.0 POINTS OF CONTACT (POC)

The Task Order Manager (TOM) will be designated upon contract award.

9.0 MEETINGS AND REVIEWS

9.1 All meetings and reviews shall be held at either the COR's office, the Contractor's office, or at any other mutually agreed upon by the COR and the Contractor.

9.2 The Contractor shall conduct and attend meetings required for the accomplishment of this task order. Meetings shall include those required for information gathering from Marine Corps installations, briefings to CMC (LF) and activity commands, and with other support Contractors. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, results of research, and presentation of draft conclusions or reports. The Contractor shall provide meeting minutes of all meetings attended. These minutes shall include all participants and a summary of all relevant actions and/or recommendations. The minutes shall be provided to the COR in Microsoft Word and Adobe PDF format in soft copy (i.e., email).

10.0 GUIDANCE AND OTHER INFORMATION

10.1 Security Requirements - All tasks will be conducted in full compliance with DoD security regulations. Personnel shall have or be able to obtain at a minimum, an interim secret security clearance within 6 months, with the contractor providing a completed DD Form 254 (DoD Contract Security Classification Specification) to the Security Office at HQMC LS. The DD-254 will be provided and incorporated into the contract upon award.

Select contractors may be required to access a DISA DECC facility and/or network to support the maintenance of the GEOFidelis system; these select contractors will require a Secret level clearance, with the contractor providing a completed DD Form 254 (DoD Contract Security Classification Specification) to the security Office at HQMC LS.

10.2 The contractor(s) shall be required to wear a contractor identification badge at all times while on government property. Contractor shall submit a completed "Conflict of Interest and Non-Disclosure Statement" form for every

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employee working on the task and appropriate corporate officer on behalf of the corporation. The contractor will not release any information concerning the project to the public without written authorization from the Government.

10.3 Access to US military sites and installations is a privilege that may be granted, denied, or withdrawn at any time. Denial or withdrawal may occur as a result of any type of misconduct or incident determined contrary to the best interest of the Marine Corps mission and security, protection of property, welfare of personnel and for any other infraction determined justifiable for denying access. The contractor shall comply with the following:

a. No employee or representative of the contractor will be admitted on US military sites or installations unless they furnish satisfactory proof of United States citizenship or if an alien, that their residence and employment within the United States is legal.

b. Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner. All personnel on-site must be fluent in speaking and writing the English language.

c. Contractor employees entering US military sites or installations shall comply with all security requirements in effect during the contract periods and shall be subject to such checks as may be deemed necessary. At a minimum, contractor should conduct a background check of all employees required to perform work on US military sites and installations. Access will be denied to:

- 1) Any individual who is illegally present in the United States.
- 2) Any individual who is subject to an outstanding criminal warrant.
- 3) Any individual whose employment questionnaire contains false or fraudulent Information.

d. Keys must not be duplicated or transferred to another person, and lost or stolen keys must be immediately reported to the designated facility key custodian or to the COR. Expenses for re-keying of a building or facility because of lost keys by the Contractor will be the Contractor's responsibility. During duty hours, Contractor personnel shall keep doors to the outside of facilities secured except the ones used by customers. When securing facilities at the end of the duty day, Contractor personnel shall follow established procedures.

10.4 All contractor personnel attending meetings, answering Government telephones, communication by email, working on site, where their contractor status is not known to third parties, must identify themselves as contractors, to include wearing ID badges, which identify them as contractor personnel. Unless otherwise directed by the COR, all documents produced or revised by contractors or developed through contractor participation must be marked as "contractor generated documents" or otherwise identified in a manner that discloses the contractor's participation.

10.5 Intellectual Property. All data produced as deliverables or developed as

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by-products under this task order are Government property. The Government reserves the right to reproduce and distribute such data as it deems necessary. The contractor is responsible for ensuring compliance with all intellectual property, copyright and trademark laws and for the appropriate marking of copyrighted and trademarked data incorporated into data and deliverables produced under this task order, including obtaining permission for use and reproduction by the Government, as appropriate. (Also, see, paragraphs 5.4, 5.5.1-5.5.3, 10.5, 10.6, and other relevant paragraphs/sections herein.)

10.6 All programming code, instructions, reports, studies, etc. created, generated, produced and/or developed during this project are the property of the Government, and may not be reused without the written permission of the Government. Likewise, presentation of this material developed during this to the general public is prohibited without written permission of the Government.

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SECTION D PACKAGING AND MARKING

Packaging and marking shall be in accordance with Section D of Seaport Multiple Award IDIQ contract.

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SECTION E INSPECTION AND ACCEPTANCE

E-1.1 - The resulting task order shall designate a Task Order Manager (TOM) who shall perform inspections and final acceptance for the Government. In addition to the Contracting Officer, the TOM, to be identified in Section G, is the only person empowered to inspect and accept work under the resulting task order.

E-1.2 - Inspection and acceptance of all services shall be performed by the Government. Payment shall not be made under the resulting task order for services performed without formal acceptance by the TOM.

E-1.3 - All deliverable produced under the resulting task order shall meet applicable standards, quality acceptance criteria, and will be accepted or rejected, in writing, by the TOM within twenty (20) days of receipt unless a different period is specified in the task order.

E-1.4 - The TOM is accepting authority. Failure by the Government to give written notice within twenty (20) days will constitute acceptance by the Government. If rejected, the Government will list the task order deficiencies in a letter of rejection to the contractor.

E-1.5 - Task order deficiencies shall be corrected within a time period agreed upon between the TOM and the Contractor. The deliverable will not be considered as having been accepted until such task order deficiencies have been corrected. Deficiencies in deliverables shall be corrected at no additional cost to the Government. If a time cannot be mutually agree upon between parties, the Contracting Officer reserves the right to unilaterally establish a date for delivery.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5000AA	9/29/2011 - 9/30/2012
5001AA	9/29/2012 - 9/30/2013
5002AA	9/29/2013 - 9/30/2014
6000AA	9/29/2011 - 9/30/2012
6001AA	9/29/2011 - 9/30/2012
6002AA	9/29/2012 - 9/30/2013
6003AA	9/29/2012 - 9/30/2013
6004AA	9/29/2013 - 9/30/2014
6005AA	9/29/2013 - 9/30/2014
8002AA	9/29/2013 - 9/30/2014

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5000AA	9/29/2011 - 9/28/2012
5001AA	9/29/2012 - 9/28/2013
5002AA	9/29/2013 - 9/28/2014
6000AA	9/29/2011 - 9/28/2012
6001AA	9/29/2011 - 9/28/2012
6002AA	9/29/2012 - 9/28/2013
6003AA	9/29/2012 - 9/28/2013
6004AA	9/29/2013 - 9/28/2014
6005AA	9/29/2013 - 9/28/2014
8002AA	9/29/2013 - 9/28/2014

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SECTION G CONTRACT ADMINISTRATION DATA

USMC WIDE AREA WORKFLOW IMPLEMENTATION (AUG 2006)

To implement DFARS 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUEST (MAR 2008)", the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to electronically process vendor requests for payment. This application allows DoD vendors to submit and track Invoices and Receipt/Acceptance documents electronically.

The contractor is required to utilize this system when processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232-7003(c) applies. ***The contractor shall (i) ensure an Electronic Business Point of Contact is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil> site, within ten (10) calendar days after award of this contract or modification. Step by step procedures to register are available at the <https://wawf.eb.mil> site.***

The USMC WAWF-RA point of contact (POC) for this contract is [REDACTED] and can be reached at telephone number **(703) 784-3397**, email address [REDACTED]

The contractor is directed to use the **2-in-1** format when processing invoices and receiving reports (Choose the appropriate format based on the following: "Combo" is used for goods or any combination of goods and services. "2-in-1" is used for services only contracts. "Cost Voucher" is used for all Cost-type contracts. In most cases these formats are different WAWF-RA document types. When this occurs, the Contracting Officer should replace "Combo," "2-in-1," or "Cost Voucher" with the correct format in the designated space).

When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:

The Contracting Office provides the following to assist the contractor with entering data in WAWF-RA, as follows:

Contract Number	N00178-04-D-402
Delivery Order	MUT 6
Cage Code/Ext	17038
Pay DoDAAC	HQ0338
Issue Date	SEPTEMBER 28,2011
Issue By DoDAAC	M00264
Admin By DoDAAC	S2404A
Ship To Code/Ext	M00088
Ship From Code/Ext	(Normally leave Blank)
LPO DoDAAC	"Leave Blank" (Instruct the contractor to leave blank unless Navy Pay Office. If so, insert correct LPO DoDAAC)
Acceptor Email Address	[REDACTED] 517-256-2816
Inspect By DoDAAC/Ext	"Leave Blank" (Instruct the contractor to leave blank unless inspected at Source-then the source inspection DoDAAC should be entered which is normally a DCMA DoDAAC)

In some situations the WAWF-RA system will pre-populate the "Issue By DoDAAC", "Admin By

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DoDAAC" and "Pay DoDAAC". Contractor shall verify those DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match, then the contractor shall correct the field(s) and notify the Contracting Officer of the discrepancy (ies). Step by step WAWF-RA invoicing procedures for "Combo," "2-in-1," and "Cost Voucher" are available at the USMC paperless site at <http://www.marcorsyscom.usmc.mil/sites/pa/> under "Vendor Interface" section. On the Vendor Interface page click on "WAWF-RA" header at the top of the page. Under downloads on the WAWF-RA page that appears, click the appropriate document either "Combo," "2-in-1," or "Cost Voucher" to download the instructions.

NOTE TO CONTRACTOR:

Before closing out of an invoice session in WAWF-RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the acceptor's/receiver's email address (Note this address is their work email address not their WAWF-RA organizational email address) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF-RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to whom questions are to be addressed.

(End of clause)

U3 –DD 250 RECEIVING REPORT SUBMISSION THROUGH WIDE AREA WORKFLOW - RECEIPT AND ACCEPTANCE (WAWF-RA)

NOTICE TO RECEIVERS/ACCEPTORS OF SUPPLIES AND/OR SERVICES:

It is the responsibility of the receiving activity to electronically submit to DFAS through WAWF-RA the DD-250, receipt/inspection and acceptance of supplies and/or services. Electronic submission shall be initiated no later than 7 days after receipt.

For further explanation refer to the following websites:

<https://wawf.eb.mil>

<http://www.marcorsyscom.usmc.mil/sites/pa/receipts.asp>

Accounting Data

SLINID	PR Number	Amount
5000AA	M0008811RCGS1950001	2343909.06
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 1RCGS195LFHJ		
Standard Number: M0008811RCGS1950001		
6000AA	M0008811RCGS1950001	30000.00
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 1RCGS195LFHJ		
Standard Number: M0008811RCGS1950001		
6001AA	M0008811RCGS1950001	10000.00

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LLA :
AA 1711106BSS1 251 00027 067443 2D BSS1 1RCGS195LFHJ
Standard Number: M0008811RCGS1950001

BASE Funding 2383909.06
Cumulative Funding 2383909.06

MOD 01 Funding 0.00
Cumulative Funding 2383909.06

MOD 02

6000AA M0008811RCGS1950001 (15000.00)
LLA :
AA 1711106BSS1 251 00027 067443 2D BSS1 1RCGS195LFHJ
Standard Number: M0008811RCGS1950001

6001AA M0008811RCGS1950001 15000.00
LLA :
AA 1711106BSS1 251 00027 067443 2D BSS1 1RCGS195LFHJ
Standard Number: M0008811RCGS1950001

MOD 02 Funding 0.00
Cumulative Funding 2383909.06

MOD 03

5001AA M0008812RCGS195 3279592.33
LLA :
AB 1721106 BSS1 251 95490 067443 2D M00088 08812RCGS195
Standard Number: M0008812RCGS195

6002AA M0008812RCGS195 30000.00
LLA :
AB 1721106 BSS1 251 95490 067443 2D M00088 08812RCGS195
Standard Number: M0008812RCGS195

6003AA M0008812RCGS195 10000.00
LLA :
AB 1721106 BSS1 251 95490 067443 2D M00088 08812RCGS195
Standard Number: M0008812RCGS195

MOD 03 Funding 3319592.33
Cumulative Funding 5703501.39

MOD 04

5002AA M9549413RC01F43 3084795.44
LLA :
AC 1731106BSM1 251 67895 067443 2D M95494 49413RC01F43

6004AA M9549413RC01F43 30000.00
LLA :
AC 1731106BSM1 251 67895 067443 2D M95494 49413RC01F43

6005AA M9549413RC01F43 10000.00
LLA :
AC 1731106BSM1 251 67895 067443 2D M95494 49413RC01F43

8002AA M9549413RC01F43 476077.47
LLA :
AC 1731106BSM1 251 67895 067443 2D M95494 49413RC01F43

MOD 04 Funding 3600872.91
Cumulative Funding 9304374.30

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SECTION H SPECIAL CONTRACT REQUIREMENTS

KEY PERSONNEL

SUBSTITUTION OF KEY PERSONNEL

H-1. The Contractor hereby agrees to assign to the contract those persons whose resumes were submitted with this proposal who are necessary to fill requirements of the contract. No substitutions shall be made except in accordance with this section.

H-1.2 The Contractor agrees that during the first one hundred and twenty (120) days of the contract performance period, no personnel substitutions shall be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the KO in writing, and provide the information required as stated below. All proposed substitutions shall be submitted in writing to the KO. This written notification shall be submitted at least fifteen (15) days, thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitutions to the KO.

H-1.3 All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitutions; a complete resume for the proposed substitute, and any other information requested by the TOM to approve or disapprove the proposed substitution - without the KO approval, substitutions cannot be made.

H-1.4 All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the person being replaced. The KO shall evaluate such requests and promptly notify the Contractor of his recommendation.

H-1.5 In case of unsatisfactory contractor performance, the contractor will take appropriate corrective action within ten (10) business days of formal notification to correct the problem as identified by the TOM. In the event that the problem remains unresolved in excess of ten (10) working days, the KO will be notified by the TOM so that appropriate action is taken, to include employee removal from current contract if warranted. The Program Manager shall ensure that all Government owned property is returned to the TOM should a contractor employee be removed.

H-1.6 Key personnel are understood to be those four (4) individuals for whom resumes were submitted and evaluated as part of the technical proposal submission. Key personnel are Project Manager, Systems Manager, Operations Manager, and Database Manager.

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SECTION I CONTRACT CLAUSES

DFARS 252.227-7017 Identification and Assertion of Use, Release, or Disclosure Restrictions. (By Reference)

DFARS 252.227-7028 Technical Data or Computer Software Previously Delivered to the Government. (By Reference)

DFARS [252.227-7020 Rights in Special Works](#) (By Reference)

DFARS [252.227-7038 Patent Rights—Ownership by the Contractor \(Large Business\)](#). (By Reference)

52.217-9 -- Option to Extend the Term of the Contract. (mar 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of Clause)

TRADEMARK MANUFACTURE/USE LICENSE AGREEMENT (MAY 2011) (USMC)

(a) The United States Marine Corps (Marine Corps) is, or will be, the owner of all right, title, and interest within the United States of America in or to any trademark or service mark first created, generated, or produced under this contract including all right, title, and interest in or to any logo, design, or art work associated with such trademark or service mark, (hereinafter separately or collectively referred to as the "MARK"). The contractor agrees to and by this contract does assign all copyright and other intellectual property rights associated with the MARK to the Marine Corps.

(b) Ending with the first to occur of either the completion or termination of this contract, the Marine Corps hereby grants a nonexclusive and nontransferable license to make, manufacture or produce any MARK in connection with all activities relating to the manufacture, production, distribution and packaging of the products and services identified under this contract. Unless otherwise directed by the Contracting Officer, the contractor shall insure the correct designation of either "TM" or "®" in superscript format is placed adjacent to the MARK in connection with each use or display thereof.

(c) The contractor shall adhere to the technical specifications of the MARK as directed by the Contracting Officer.

(d) The contractor shall not use the MARK in any inappropriate or offensive manner or in any manner that could disparage the United States Government, the Marine Corps, the DON or the DoD. Additionally, the MARK may not be placed in an area that would be construed as offensive.

(e) Items to be delivered or services to be performed under this contract that bear MARK shall be of the quality specified in the contract. The quality of any other item or service bearing the MARK shall adhere to the standards of quality for such items and/or services.

(f) The contractor agrees that the Contracting Officer in his or her sole discretion can direct the contractor to immediately cease and desist any or all use of the MARK.

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(f) Exercise of any of the rights granted under this clause shall not entitle the contractor to: a) any modification(s) to the terms and conditions, including price, of this contract; b) any claim(s) against the government; and/or c) any request(s) for equitable adjustment. If the contractor believes it is entitled to any such or similar relief, the contractor shall, prior to exercise of any of the rights granted under this clause, provide written notification to the contracting officer detailing the relief requested and identifying the basis for such relief with supporting rationale. The contractor shall not thereafter exercise any of the rights granted under this clause until the contracting officer provides a response to the contractor's written notification.

(End of Clause)

NOTE: All other clauses are incorporated in this SEAPORT task order.

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SECTION J LIST OF ATTACHMENTS

QASP

Past Performance Questionnaire

DD 254